

## SMART CORRECTION PROCEDURES AND INFORMATION (NAVY)

**THE SAILOR MUST TAKE ACTION TO GET ERRORS CORRECTED, TO INCLUDE MAILING DOCUMENTS TO THE NAVY COLLEGE CENTER. E-MAILS ARE NOT ACCEPTED; FAXES WILL ONLY BE ACCEPTED FROM NAVY COLLEGE OFFICES AND LIFELONG LEARNING CENTERS.**

**THE FOLLOWING ITEMS WILL NOT APPEAR ON SMART:** AWARDS, PQS, WARFARE DESIGNATIONS, APPRENTICESHIP TRAINING, LOCAL/UNIT LEVEL TRAINING THAT DOES NOT HAVE COURSE IDENTIFICATION NUMBERS AND CORRESPONDENCE COURSES. PLEASE DO NOT INCLUDE THIS TYPE OF INFORMATION IN YOUR LETTER OF DISCREPANCY, SINCE IT WILL NOT BE ADDED TO YOUR TRANSCRIPT.

***All documentation for the following may be faxed by the local Navy College Office.***

INFORMATION LISTED ON SMART:	ACTIVE DUTY CORRECTIONS	INACTIVE DUTY (VETERANS) CORRECTIONS
<b>PERSONAL INFORMATION</b> This information originates from Master Data File.	Contact your servicing PSD or Personnel and Administrative Office. That office will submit corrections to PERS-312 or PERS-8.	Mail certified/notarized <b>copy</b> of DD Form 214. DO NOT SEND YOUR ORIGINAL. If you served more than one tour, send copies of all DD Form 214(s).
<b>MILITARY COURSES</b> This data originates from NITRAS, a training data base at Naval Education and Training Professional Development and Technology Center, NETPDTC, Pensacola, FL	Mail copy of course completion certificate or page 4 (NAVPERS 1070/604) from service record to Navy College Center, Pensacola (address below)*. Completion Certificate or page 4 <u>must be certified as true copy</u> by PSD (with their original signature.) <b>Include your name, SSN, work address, and daytime phone #/e-mail address.</b>  When mailing page 4, circle items to be corrected or added to transcript. <u>Ensure course number, location and dates are annotated on page 4.</u> NETPDTC will update NITRAS; correction will appear on SMART upon update.	Mail copy of course completion certificate, past performance evaluations or page 4 (NAVPERS 1070/604) from service record to Navy College Center (address below)* Completion certificate, DD214 and/or page 4 <u>must be certified as true copy</u> by local Education Center (with their original signature) or have documents notarized. <b>Include your name, SSN, work address, phone number and e-mail address.</b>  When mailing page 4, circle items to be corrected or added to transcript. NETPDTC will review for update/correction.
<b>MILITARY EXPERIENCE</b> (This section lists your Navy occupational history. Ratings/NECS are recorded on page 4 of service record.)	Contact your servicing PSD or Personnel/ Administrative Office to obtain certified copy of page 4 (NAVPERS 1070/604) or to correct page 4. NEC's must be annotated in the "Navy Enlisted Classification Record" block. Circle correct information on page 4 to be entered on transcript, have PSD <u>certify as true copy</u> (with their original signature), and mail to Navy College Center (address below.) <b>Include your name, SSN, work address, and daytime phone #/e-mail address.</b> NETPDTC will then update SMART Occupational database.	Submit certified to be true or notarized copy of page 4 (NAVPERS 1070/604) , designation letters and DD Form 214(s).  Circle correct information to be entered on transcript, have certified as true copy or notarized (with their original signature), and mail to Navy College Center (address below)* <b>Include your name, SSN, work address, daytime phone # and e-mail address.</b> NETPDTC will then update SMART occupational database.
<b>COLLEGE LEVEL TEST SCORES</b> (CLEP, DSST, ACT-PEP,ECE,RCE)	Contact your local Navy College Office (62 offices worldwide). Web site: <a href="http://www.navycollege.navy.mil">http://www.navycollege.navy.mil</a> See "Site" link at the bottom of the page.	Obtain transcript from DANTES at <a href="http://www.voled.doded.mil/dantes/exam/">http://www.voled.doded.mil/dantes/exam/</a> Mail to Navy College Center*
<b>OTHER LEARNING EXPERIENCES</b> (Military courses <u>not</u> recommended for credit.)	Contact Navy College Center *	Contact Navy College Center *
<b>ACADEMIC INSTITUTION COURSES, DEGREES and CERTIFICATIONS</b> College courses taken on active duty through PACE or TA or CCAF only.  Degrees and Certifications earned at accredited institutions.  CCAF is the acronym for Community College of the Air Force.	<b>PACE AND TA:</b> Mail certified copy with original signature of the legible grade reports or transcripts (no page 4's) to Navy College Center* <b>Include your name, SSN, daytime phone # and e-mail address.</b> <b>DEGREES/CERTIFICATIONS:</b> Official transcript or certification should be taken to the local Navy College Office, where information will be entered. Only those earned prior to or during active duty will be accepted. <b>CCAF:</b> Registrar: DSN 493-6436 or 334-963-6436 E-mail: <a href="mailto:registrar.ccaf@maxwell.af.mil">registrar.ccaf@maxwell.af.mil</a>	<b>PACE AND TA:</b> Mail certified or notarized copy with original signature of the legible grade reports or transcripts (no page 4's) to Navy College Center * <b>Include your name, SSN, daytime phone # and e-mail address.</b> <b>DEGREES/CERTIFICATIONS:</b> Mail certified or notarized copy of the transcript or certification to the Navy College Center. Only those earned prior to or during active duty will be accepted. Degree, major field, date awarded and institution should be included. <b>CCAF:</b> Registrar: DSN 493-6436 or 334-963-6436 E-mail: <a href="mailto:registrar.ccaf@maxwell.af.mil">registrar.ccaf@maxwell.af.mil</a>

**FOR OTHER QUESTIONS ON SMART, CONTACT:**

**\*NETPDTC**  
**NAVY COLLEGE CENTER N2A5**  
**6490 SAUFLEY FIELD RD**  
**PENSACOLA FL 32509-5204**

**TOLL FREE: DSN 922-1828 or 1-877-253-7122**  
**E-MAIL: [ncc@cnet.navy.mil](mailto:ncc@cnet.navy.mil)**  
**COM: 850-452-1828**  
**WEB SITE: <http://www.navycollege.navy.mil>**